4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type 5 at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter >.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSACTI ON MENU TX Sel ecti ons:	03/01/01 08: 57: 08 MSXXX
1 Add 2 Change 3 Delete 4 Receipt 5 Sales 6 Exchange (Trade 7 Freezes and Dis (Includes Scrap	positions	<u> </u>
Enter Selection: _ Prop Case No: 8 ECN: _ ERN: _ Trans Id: _	O4101 Item Id Cust Acct No (For Reversal only) (Process Final Disposition w/o Free	:
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	PF16PF17PF18PF19PF20PF21PF22PF2 RVW CNCL CLEAR	3PF24 EXIT

INPUT DATA

- Enter Selection input value = 1
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA NASA PROPERTY DI SPO CONTROLLED PR A CA	
Local Ref No:	Turn-In Doc No:
Initiators Name:	Initiators Org Code:
Initiators Name: Initiators Phone: () - Item Name: ************************************	NSN: *** ********
Mfg's Code: Mfg's Name:	Mfg Year:
Model No: Part No:	
Mfg's Code: Mfg's Name: Part No: Serial No: UNIT OF MEASURE: **	CC: ** Cap Sens Code: X * UNIT ACQ COST: **********
Stock Status Code: 5 Contr Prop: _ Reimbursement Code: _ Grantee Prop: _ Exc/Sale: _ Unclaimed Prop: _ Date Found: _	Tag No: Contr/Grant No: Fair Mkt:
Haz Mat Code: Haz Mat Ind: _ Precious Met Item Desc:	More: _
No. 1 to 1 to 1 to 1	RETAIN (Y/N) : \overline{N}
Navigation: Enter-PF13PF14PF15PF16PF17PF18PF HELP LOPF PREV CNCL	F19 PF20 PF21 PF22 PF23 PF24 CLEAR EXIT

EXTRACTED FROM NEMS

Cust Acct No

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

Mfg's Code input values = valid code, ZZZZZ or XXXXX. If using Z or X see corresponding entry for Mfg's Name.

Mfg's Name input values = name with matching
Mfg's Code, UNKNOWN with ZZZZZZ
Mfg's Code, or MFG CODE NOT
ASSIGNED with XXXXX Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = N, X, Q, M or P
- Unit Acq Cost
- Stock Status Code input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
- Contr Prop input value = Y or blank
- Tag No
- Reimbursement Code
- Grantee Prop input value = Y or blank
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = Y or blank
- Date Found input format = MM/DD/YYYY
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110M	ITEM DESCRIPTION	
PROP DESC	TEST	1 2 3
		4 5
TECH HEADERS		6
TECH DESC		2 3
		5
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23- ELP LOPF CNCL PGUP PGDN INSRT	- PF24

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110M4	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTE CONTROLLED PROPERTY ADD A CA Cust Acct No: 33	09: 15: 49 MSXXX
Local Re	ef No: Turn-In Doc No:	
Initiat	tors Name: Initiators Or	rg Code:
Initiato	tors Name: Initiators Or ors Phone: () NSN: 70 ame: SDFS***********************************	021
Item Na	ame: SDFS***********************************	*****
Mfg's Co	ode: Mfg's Name:	Mfg Year:
Model Serial CURR		ode: X
Stock	TEST 1	
Reimbu Exc/Sa Mat In	Enter 'C' to Cancel: _	
Haz Mat	Code: Haz Mat Ind: _ Precious Metals Code: A Print P	Pickup Boc: V
Item Des	sc: TEST	More:
100111 200	1201	RETAIN (Y/N): N
Navi gati	i on: F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF2	
Enter-PI	F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF2	22 PF23 PF24
HI	ELP LOPF PREV CNCL CLEAR	EXI T
L		

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

• Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ADD SCREEN 2 A CA MSXXX	
Install Name:	_
Report To: GSA Region: 04 or DRMD DODAAC:)
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24HELP LOPF PREV CNCL CLEAR EXIT	-

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip

Country

Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

• Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

• Screening Timeframes:

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ADD SCREEN 2 A CA	03/01/01 10: 16: 12 MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER***********************************	Room:
Maryland - Prince Georges and Montgomery Counties only Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria	
The GSA Region should be 'W. GSA Region: **	
Enter 'C' To Cancel: ***********************************	

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

 Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

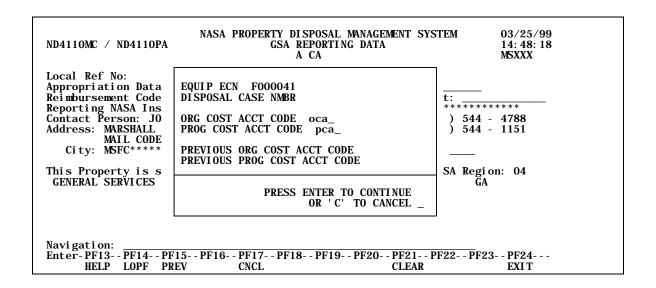
Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 09: 40: 50 MSXXX
Prop Case No: Local Ref No:	Town In Dec No.	
	Turn-In Doc No:	
Appropriation Data: TEST	Exc/Sale: _ Unclaimed Prop: Fair Mkt:	
Poporting NASA Installat	dxC/Sare: _ Uncrarmed Frop:	****
Contact Person: YYYYYYY	ion Name: MARSHALL SPACE FLIGHT CENTER******* XXXXXXXX**********************	_ YYYY
Address: MARSHALL SPACE	FLIGHT CENTER** Fax: (XXX) XXX	- XXXX
		747474
MAIL CODE XXXX_ City: MSFC********	***** State: AL Zip: XXXXX	
	ed to be reported on 03 23 2001 to GSA Regio STRATION ATLANTA GA	on: 04
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	PF16PF17PF18PF19PF20PF21PF22PF2: CNCL CLEAR	3 PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = Y or blank
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data

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passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel

input value = **C** or **blank**

 Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available.

Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD 09: 50: 28
NON-CONTROLLED FROPERTI ADD 03.30.20 MSXXX
Cust Acct No: 33001
Local Ref No: Turn-In Doc No:
Initiators Name: initiators org code:
Initiators Name: Initiators Org Code: Initiators Phone: () NSN: **** Item Name: ************************************
1 (em Name:
Mfg's Code: Mfg's Name: Mfg Year: Model No: Part No: Serial No: MMA Code: CC: ** Cap Sens Code: X CURR QTY: ***** UNIT OF MEASURE: ** UNIT ACQ COST: ************************************
Model No: Part No:
Serial No: MMA Code: CC: ** Cap Sens Code: X
CURR QIY: ***** UNII OF MEASURE: ** UNII ACQ COSI: ************************************
Starle Status Code: 5 Contr. Buon. Tog No.
Stock Status Code: 5 Contr Prop: _ lag No:
kei mbursement code: Grantee Prop: Contr/Grant No:
Stock Status Code: 5
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: 1
Item Desc:
RETAIN (Y/N): N
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

INPUT DATA

- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

•	Mfg's Code	input values = blank, valid code, ZZZZZ or if using Z or X see corresponding entry forMfg's Name.
•	Mfg's Name	input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY

• Fair Mkt

Mat Inv input value = Y or blank

Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

• Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	ITEM DESCRIPTION	
PROP DESC	ITEM 1	1 2 3 4
		5 6
TECH HEADERS		
TECH DESC		2
		4
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23 LP LOPF CNCL PGUP PGDN INSRT	PF24

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM NON- CONTROLLED PROPERTY ADD A CA Cust Acct No: 33001	03/01/01 09: 59: 41 MSXXX
T 1 D .		
Local Ke	ef No: Turn-In Doc No:	
Initiat	tors Name: Initiators Org Coc ors Phone: () NSN: 7021 ame: TEST***********************************	le:
Initiato	ors Phone: () - NSN: 7021	
Item Na	TEST***********************************	****
Med a Co		
Migsco	oue wilg s name wil	g Year:
Model		
Seri al		ode: X
CURR	ND4110MI Please Enter Appropriation Data:	****
Stock		
Rei mbu		
	Forting I Cl., to Consolin	
Exc/Sa	Enter 'C' to Cancel: _	
Mat In		
Haz Mat	Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup	Doc: Y
Item Des	sc: ITEM 1	More:
		$\overline{IN}(Y/N): \overline{N}$
Navi gati	i on:	(1, 11,)
Ent on DE	i on: F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PI	799 DE94
HE	ELP LOPF PREV CNCL CLEAR	EXI T

- Appropriation Data
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ADD SCREEN 2 A CA	03/01/01 10: 16: 12 MSXXX
Contact Person: XXXX Address: BLDG Property Location City: HUNT Country: Report To: GSA Region: Warehouse Loc:	SHALL SPACE FLIGHT CENTER***********************************	Room: X - XXXX XXXX N): N

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

ECN next case to be added, if any

Cust Acct No next case to be added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

ND4110MB / ND4110PA NASA PROPERTY DI SPOSAL MAN ADD SCREEN 2 A CA	
Install Name: MARSHALL SPACE FLIGHT CENTER*** Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Phone: (XXX) XXX - XXXX Bl dg: XXXX****** Room
Maryland - Prince Georges and Montgomery Coun Virginia - Prince William, Loudon, Fairfax, a Arlington Counties, and City of Al	nties only and
The GSA Region should be 'W. GSA Region	n: **
Enter 'C' To Cancel: ***********************************	

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to $\bf W$ by typing over the displayed GSA Region value. If the user enters $\bf C$ to cancel, the GSA Region value remains the same.

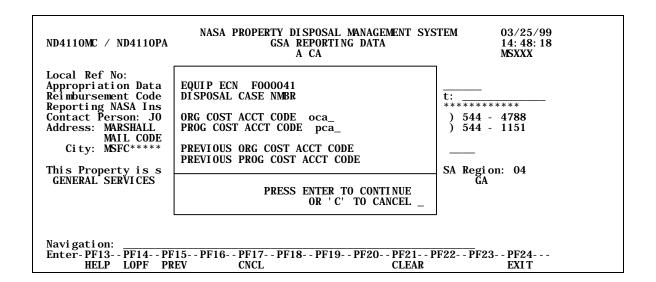
 Press <Enter>. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter C to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 10: 28: 32 MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data:		
Reimbursement Code: A	Exc/Sale: Unclaimed Prop: Fair Mkt:	•
Reporting NASA Install	Exc/Sale: _ Unclaimed Prop: Fair Mkt: ation Name: MARSHALL SPACE FLIGHT CENTER****** XXXXXXXXXX********************	*****
Contact Person: XXXXXX	XXXXXXXXXX************* Phone: (XXX) XXX	- XXXX
Address: MARSHALL SPAC	CE FLIGHT CENTER** Fax: (XXX) XXX	- XXXX
MAIL CODE XXX		
Ci ty: MSFC*******	******* State: AL Zip: XXXXX	
This Property is sched GENERAL SERVICES ADMI	luled to be reported on 03 23 2001 to GSA Reg NISTRATION ATLANTA G	ion: 04 A
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	5PF16PF17PF18PF19PF20PF21PF22PF / CNCL CLEAR	23 PF24 EXI T

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data

passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA COMPONENT SYSTEM CONTROLLED ITEM ADD 10: 48: 18 A I MSXXX
Prop Case No: 804101 5335C242
Local Def No.
Local Ref No: Turn-In Doc No: Initiators Name: Initiators Org Code: Initiators Phone: () NSN: **** Item Name: ************************************
Initiators Name: Initiators org Code:
Initiators Phone: ()
Item Name: ************************************
Mfg's Code: Mfg's Name: Mfg Year:
Mfg's Code:
Serial No: MMA Code: CC: ** Cap Sens Code: X
OTY: *****
,,,,,,,, .
Stock Status Code: 5
Poi whursoment Code: Cranton Pron: Contr/Crant No:
Fyo/Solo: Unclaimed Prop. Date Found: Foir Met.
M. I CHE I LIEU TIOP. Date Pound Fail NATE.
MACTINY: SHELF LIFE TYPE: U EXP DATE: EXT DATE:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
l Item Desc: More:
RETAIN (Y/N): N
Navi gati on: Enter-PF13PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

input value = your document number

input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

input values = name with matching
Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's
Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

CC

Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for

 Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other

property

• Contr Prop input value = Y or blank

Tag No

• Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = **Y** or **blank**

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN	ITEM DESCRIPTION	
PROP DESC	ITEM 1	1 2 3
		4 5 6
TECH HEADERS		
TECH DESC		2
		4 5
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23- LP LOPF CNCL PGUP PGDN INSRT	- PF24

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

4 i i Olvii).			
ND4110MA	/ ND4110PA NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM CONTROLLED ITEM ADD	03/01/01 10: 54: 11 MSXXX	
Prop Cas	e No: 804101 5335C242	NOME	
Local Re	f No: Turn-In Doc No:		
Initiat	ors Name: Initiators Org Code: rs Phone: () NSN: 7021 me: TEST***********************************		
Ini ti ato	rs Phone:() NSN: 7021		
Item Na	me: TEST***********************************	**	
Mfg's Co	de: Mfg's Name: Mfg Ye	ear:	
Model			
Seri al		ode: X	
	ND4110MI Please Enter Appropriation Data:	****	
Stock			
Rei mbu			
Exc/Sa	Enter 'C' to Cancel: _		
Mat In			
	Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Do		
Item Desc: TESTMore:			
37	RETAIN	(Y/N): N	
Navigati	on:	DEC 4	
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
HELP LOPF PREV CNCL CLEAR EXIT			

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations

	NASA PROPERTY DISPOSAL MANAGEME	ENT SYSTEM 03/01/01
ND4110MB / ND4110PA	COMPONENT SYSTEM ITEM ADD SCR	REEN 2 11: 47: 06
	ΑI	MSXXX
Prop Case No: 804101 5	6335C242 ITEM ID: 03	
Install Name: MAR	RSHALL SPACE FLIGHT CENTER******	****
Contact Person: XXX	3335C242	ne: (XXX) XXX - XXXX
Address: BLD	OG XXXX1************ Bld	lg: `XXXX***** Room:
Property	Fa	x: (XXX) XXX - XXXX
Location City: HUN	TSVILLE********* Stat	e: AL Zip: XXXXX
Country:		
Report To: GSA Region:	04 or DRMO DODAAC: F	Print Doc (Y/N): N
Warehouse Loc:	Warehoused Date: gn Prop: _ Reclam Code:	
DML Code: Foreig	m Prop: Reclam Code:	CC: A1 Artifact:
21	Installation Screening: 03 01 NASA-Wide Screening: 03 01 Other Federal Screening: 03 23 Donation Screening: 03 24 ASA-Wide: C (C=NPDMS Catalog, F=Fa	Dates End Dates 2001 03 22 2001
Screening 21	NASA-Wide Screening: 03 01	2001 03 22 2001
Timeframes 0	Other Federal Screening: 03 23	2001 03 23 2001
21	Donation Screening: 03 24	2001 04 14 2001
$Method = Install: \overline{C} NA$	SA-Wide: C (C=NPDMS Catalog, F=Fa	x. L=Local. N=NEMS Only)
ADDITIONAL COMPONENT I	TEMS (Y/N): N ECN:	CUST ACCT NO:
Navigation.	11 III	
Enter- PF13 PF14 PF15	6 PF16 PF17 PF18 PF19 PF20 F	PF21PF22PF23PF24
HELP LOPF PREV		CLEAR EXIT
ILLI LOII INL	ONCE	

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN next case to be added, if any

- Cust Acct No next case to be added, if any
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a Y is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND4110MC / ND4110PA
                                       GSA REPORTING DATA
                                                                                 11:51:52
Prop Case No: 804101 5335C242 Local Ref No:
                                                   Turn-In Doc No:
Phone: (XXX) XXX - XXXX
Fax: (XXX) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**
MAIL CODE XXXX
City: MSFC*****************
Star
   City: MSFC*
                                         State: AL
                                                           Zi p: 35812
This Property is scheduled to be reported on 11 11 1995
GENERAL SERVICES ADMINISTRATION ATLANTA
                                                                  to GSA Region: 04
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
HELP LOPF
```

INPUT DATA

- Appropriation Data
- Reimbursement Code

• Exc/Sale input value = Y or blank

Fair Mkt

Reporting NASA Installation Name input value = your center name

Contact Person

Phone

Address (line 1)

Fax

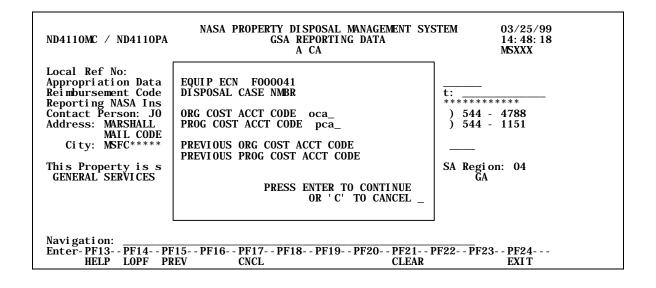
Address (line 2)

• City

State

Zip

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.



INPUT DATA

Org Cost Acct Code

- Prog Cost Acct Code
- Enter 'C' to Cancel input value = C or blank
- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

 After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

ND4110ME / ND4110PA Prop Case No: 804101	NASA PROPERTY DISPOSAL COMPONENT SYSTEM PRO A I 5335C242		03/01/01 11: 56: 11 MSXXX
Haz Mat Ind: DML Code:	Precious Metals Ind: Artifact:	Total Number of Compo	
Component System Info Component System Nam	rmation - me: COMPUTER SYSTEM******	****** FSC Code: 702	21 CC: 5
Screening 21_ Timeframes 0 21_ Method = Install: C NA	Donation Screening: ASA-Wide: C (C=NPDMS Catal 5PF16PF17PF18PF19-	10 ² 0 1995 11 10 20 1995 11 11 11 1995 11 11 12 1995 12 og, F=Fax, L=Local, N=	3 ,

INPUT DATA

• Component System Name

FSC Code input value = component system level
 FSC

• CC input value = component system level CC

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

 From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOS	SAL MANAGEMENT SYSTEM 03/01	1/01
ND4110MA / ND4110PA COMPONENT SYSTEM NOT	N- CONTROLLED ITEM ADD 12: 07	
A CA	MSXXX	K
	Cust Acct No: 33001	
Local Ref No:	_ Turn-In Doc No:	
Initiators Name:	Initiators Org Code:	_
Initiators Name: Initiators Phone: (NSN: ****	
Item Name: ************************************	*********	
Mfg's Code: Mfg's Name: Part No: Serial No: MMA Code: CURR QTY: ***** UNIT OF MEASURE: **	Mrg Year: _	
Model No: Part No:	CC: ** Con Song Code	. v
CUDD OTV. **** INIT OF MEASURE. *:	* INIT ACO COST: ********	∌. Λ. k**
CURR QII. UNII OF MEASURE.	UNIT ACQ COST.	
Stock Status Code: 5 Contr Prop: _ Reimbursement Code: _ Grantee Prop: _ Exc/Sale: _ Unclaimed Prop: _ Date Found: _ Mat Inv: _ SHELF LIFE TYPE: 0 EXP DATE: _ Haz Mat Code: _ Haz Mat Ind: _ Precious Met	Tag No:	
Reimbursement Code: Grantee Prop:	Contr/Grant No:	
Exc/Sale: _ Unclaimed Prop: _ Date Found: _	Fair Mkt:	
Mat Inv: _ SHELF LIFE TYPĒ: 0 EXP DATE: _	EXT DATE:	
Haz Mat Code: Haz Mat Ind: _ Precious Met	tals Code: A Print Pickup Doc: Y	
Item Desc:	More	e: _
37	RETAIN (Y/N)): N
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18P	E10 DE20 DE21 DE22 DE22 DE2	1
HELP LOPF PREV CNCL	CLEAR EXIT	
HELI LOIT TREV CHCL	CLLAR	L

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, ZZZZZ or XXXXX. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
- Mfg Year
- Model No
- Part No

		•
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N, X, Q, M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	

Haz Mat Ind

• Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Retain input value = Y or N

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MA	/ ND4110PA	COMPONENT SYSTEM	POSAL MANAGEMENT SYST NON-CONTROLLED ITEM A	
		A	Cust Acct No: 3	
Local Re	f No:		Turn-In Doc No: _	53001
Initiat	one Name:		Initiatore O	ra Code.
Initiato	rs Phone: () -	NSN: 7	7025
Item Na	me: DISPLAY***	************	NSN: 7	*****
Mfg's Co Model	de:Mfg	's Name:		Mfg Year:
Seri al	ND4110MI	Please Enter Appro	priation Data:	ode: X ****
Stock				
Rei mbu				
Exc/Sa		Enter 'C' to	Cancel: _	
Mat In	Code: Haz M	ht Ind: Precious	Metals Code: A Print	Pickup Doc: V
Item Des	c: DISPLAY	ac ma meerous	metars code. A fifthe	More:
100111 200				RETAIN (Y/N): N
Navi gati	on:			
Enter-PF	13 PF14 PF15	PF16 PF17 PF18-	- PF19 PF20 PF21 PF	722 P F23 PF24
HE	LP LOPF PREV	CNCL	CLEAR	EXI T
ĺ				

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter
 C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                                                   03/01/01
ND4110MB / ND4110PA
                              COMPONENT SYSTEM ITEM ADD SCREEN 2
                                                                                   12: 23: 35
                                                                                  MSXXX
     Install Name: MARSHALL SPACE FLIGHT CENTER*********
                                                           Phone: (XXX) XXX - XXXX Bl dg: XXXX***** Room: _
   Contact Person: XXXXXXXXXXXXXXX****
           Address: BLDG XXXX**************
                                                             Fax: ( XXX ) XXX - XXXX
Property
               City: HUNTSVILLE*******
                                                           State: AL Zip: XXXXX _
Locati on
           Country:
Report To: GSA Region: 04 or DRMO DODAAC:
                                                               Print Doc (Y/N): N
                                          Warehoused Date:
Warehouse Loc:
                                                                 CC: A1
DML Code: _
                  Foreign Prop: _
                                         Reclam Code:
                                                                              Artifact: _
                                                                           End Dates
03 22 2001
                 DAYS
                                                         Begin Dates
                  21_
                            Installation Screening:
                                                         03
                                                            01
                                                                2001
                  21_
                                                                           03 22 2001
Screeni ng
                               NASA-Wide Screening:
                                                         03 01 2001
                  0__
Timeframes
                          Other Federal Screening:
                                                         03 23 2001
                                                                           03 23 2001
                                Donation Screening:
                                                        03 24 2001
                                                                           04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT N
                                                                             N=NEMS Only)
                                                                CUST ACCT NO:
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24-
HELP LOPF PREV CNCL CLEAR EXIT
```

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to

— GSA Region input value = reporting GSA Region

— DRMO DODAAC input value = blank

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

ECN

next case to be added, if any

Cust Acct No

next case to be added, if any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                                         03/01/01
ND4110MB / ND4110PA
                           COMPONENT SYSTEM ITEM ADD SCREEN 2
                                                                         10: 16: 12
Prop Case No:
                                    Item Id:
   Bl dg: XXXX***** Room: _
Fax: ( XXX ) XXX - XXXX
Property
             City: HUNTSVILLE*******
                                                     State: AL Zip: XXXXX _
Locati on
            ND4110MK
 If the property is located in the following areas:
     Maryland - Prince Georges and Montgomery Counties only
Virginia - Prince William, Loudon, Fairfax, and
Arlington Counties, and City of Alexandria
 The GSA Region should be 'W.
                                          GSA Region: **
                   Enter 'C' To Cancel:
Navi gati on: Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP LOPF PREV
                              CNCI.
                                                        CLEAR
```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel

input value = C or blank

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
- If you enter C to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a Y is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA	03/01/01 12: 26: 34 MSXXX
Local Ref No:	Turn-In Doc No:	
Appropriation Data: TE	ST1	
Reimbursement Code: 1	Exc/Sale:Unclaimed Prop: Fair Mkt: ation Name: MARSHALL SPACE FLIGHT CENTER******* XXXXXXXXXX********************	
Keporting NASA Installa	ation name: MARSHALL SPACE FLIGHT CENTER******** XXXXXXXXX**************** Phone: (XXX) XXX -	VVVV
Address: MARSHALL SPACE	E FLIGHT CENTER** Fax: (XXX) XXX -	XXXX
MATE CODE WWW	V	
City: MSFC*******	******	
This Property is sched GENERAL SERVICES ADMI	uled to be reported on 03 23 2001 to GSA Regio NISTRATION ATLANTA GA	on: 04
Navigation: Enter-PF13PF14PF15 HELP LOPF PREV	PF16PF17PF18PF19PF20PF21PF22PF23 CNCL CLEAR	3PF24 EXIT

- Appropriation Data
- Reimbursement Code

• Exc/Sale input value = Y or blank

Fair Mkt

Reporting NASA Installation Name input value = your center name

Contact Person

Phone

Address (line 1)

Fax

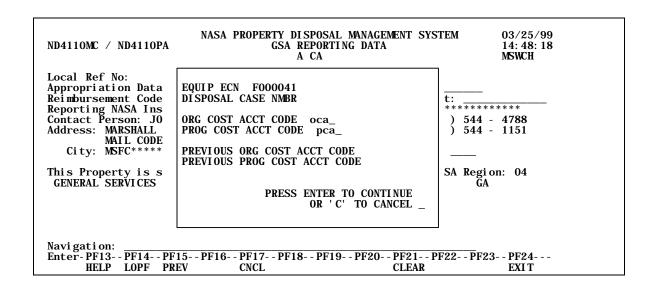
Address (line 2)

• City

State

Zip

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks. When all edit checks have been passed, if IFM is turned on, then
a pop-up window for IFM data is displayed.



- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel

input value = C or blank

- Press <Enter>. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA Prop Case No: 804101	NASA PROPERTY DI SPOSAL COMPONENT SYSTEM PRO A I 5335C242		03/01/01 11: 56: 11 MSXXX
Haz Mat Ind: DML Code:	Precious Metals Ind: Artifact:	Total Number of Comp Total Acq Cost:	onents: 3 3258.00
Component System Info Component System Na	ormation - .me: COMPUTER SYSTEM******	****** FSC Code: 70	021 CC: 5
Method = Install: C N Navigation:	Installation Screening: NASA-Wide Screening: Other Federal Screening: Donation Screening: ASA-Wide: C (C=NPDMS Catal	og, F=Fax, L=Local, M	11 10 1995 11 11 1995 12 03 1995 N=NEMS Only)

Component System Name

• FSC Code input value = component system level

FSC

• CC input value = component system level

CĊ

Screening Timeframes

• Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

	•	
ND4110MA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM CONTROLLED PROPERTY ADD A CA	14: 16: 32 MSXXX
	Cust Acct No: 15020 ECN	: G080119
Local Re	f No: Turn-In Doc No:	
Initiat	ors Name: Initiators Org Code:	$XXXX_{-}$
Ini ti ato	rs Phone: () STD: () NSN: 5975	
Item Na	ors Name:	**
Mfg's Co	de: 23481 Mfg's Name: ZERO CORP ZERO SOUTH DIV Mfg Y	ear: 1989
Model	3	
Seri al		$\overline{\text{ode}}$: Q
CURR	ND4110MI Please Enter Appropriation Data:	****
Stock		
Rei mbu		
Exc/Sa	Enter 'C' to Cancel: _	
	_	
Haz Mat	Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup D	oc: Y
Item Des	c:	More:
	RETAIN	(Y/N) : \overline{N}
Navi gati	on: 13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	
Enter-PF	'13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	PF24
HE	LLP LOPF PREV CNCL CLEAR	EXI T
ĺ		

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No
- input value = your document number
- **Initiators Name**
- Initiators Org Code
- **Initiators Phone**
- NSN
- Item Name
- Mfg's Code
- Mfg's Name

If using Z or X see

Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

corresponding entry for Mfg's Name. input values = name with matching

input values = valid code, **ZZZZZ** or

CC

Unit Acq Cost

Stock Status Code input values = 1 for Store Stock, 2 for
 Program Stock, 3 for Stand-By-Stock, 4 for

Capitalized Equipment, 5 for all

other property

• Contr Prop input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

• Exc/Sale input value = **Y** or **blank**

Unclaimed Prop input value = Y or blank

Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	ITEM DESCRIPTION	
PROP DESC	ITEM 1	1 2 3
		4 5 6
TECH HEADERS		
TECH DESC		2
	13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23 LP LOPF CNCL PGUP PGDN INSRT	PF24

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110M4	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM CONTROLLED PROPERTY ADD A CA Cust Acct No: 15020	14: 24: 27 MSXXX
Local Re	ef No:	
Initiat	tors Name: Initiators Org Co	de: XXXX_
Initiato	tors Name: Initiators Org Coors Phone: STD: () NSN: 5975	****
Mfg's Co	ode: 23481 Mfg's Name: ZERO CORP ZERO SOUTH DIV Mf	g Year: XXXX
Serial CURR	ND4110MI Please Enter Appropriation Data:	ode: Q *****
Stock Reimbu		
Exc/Sa	Enter 'C' to Cancel: _	
Haz Mat Item Des	Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickusc:	p Doc: Y More:
Navi gati	RET	\overline{AIN} (Y/N): \overline{N}
	i on: F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 P ELP LOPF PREV CNCL CLEAR	F23 PF24 EXI T
l Hr	LLF LUFF FILLY CNCL CLEAR	EAI I

- Appropriation Data
- Enter 'C' to Cancel
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

input value = C or blank

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ADD SCREEN 2 A CA	03/01/01 14: 26: 24 MSXXX
Contact Person: XXXXX Address: BLDG Property Location City: HUNTS Country: Report To: GSA Region: Country: Warehouse Loc: DML Code: Foreign DAYS 21_ Screening 21_ Timeframes 21_ Timeframes 21_ Method = Install: C NASA ADDITIONAL COMPONENT ITE	HALL SPACE FLIGHT CENTER***********************************	Room: XXXXX XX - XXXX XXXXX (N): N Artifact: _ dd Dates 3 22 2001 3 22 2001 13 2001 13 2001 N=NEMS Only) 0:

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

DRMO DODAAC transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = N

• ECN input value = next case to be added, if

any

• Cust Acct No input value = next case to be added, if

any

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPE	ERTY DISPOSAL MANAGE DRMO DATA	EMENT SYSTEM	03/01/01 14: 32: 18 MSXXX
Local Ref No:		Turn-In	Doc No:	
Appropriation Data: Reimbursement Code:	Exc/Sal e:	Unclaimed Prop:	Fair Mkt:	
This property is sched	duled to be r	reported on	to DoDAAC:	
Ship from Fedstrip ACC	C:	Suppl en	entary Address:	
Document Identifier Co Disposal Authority Co Additional Data Code: Navigation:	de: * Mar Shi ppi ng: ————	ck For:DRMO Receivin	g:	J
Enter-PF1PF2PF3- HELP LOPF	PF4 PF5-	PF6 PF7 PF8	- PF9 PF10 PF	11 PF12

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0,

or **blank**

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

• Mark For input value = **HM** or **HW**

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case
 Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an
 inventory discrepancy is found) Transaction is generated to identify NEMS Equipment
 data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse
 Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

Tophate data helde are populated and displayed by the eyetem.
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01 ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ADD 14: 37: 03 A CA MSXXX Cust Acct No: 16230 ECN: G080140
Cust ACCI NO. 10250 ECN. G000140
Local Ref No: Turn-In Doc No:
Initiators Name: Initiators Org Code: XXXX
Initiators Phone: () - STD: () NSN: 6530
Local Ref No: Turn-In Doc No: Initiators Name: Initiators Org Code: XXXX_ Initiators Phone: (STD: (NSN: 6530 Item Name: WHEELCHAIR, MOTORIZED CART************************************
Mfg's Code: 21123 Mfg's Name: EVEREST AND JENNINGS INC Mfg Year: 1988
Mig S Code. 21123 Mig S Name. EVEREST AND JENNINGS INC Mig Teat. 1900
Model No: MOBIE-L-B Part No: Serial No: 2869171 MMA Code: CC: ** Cap Sens Code: Q CURR QTY: 1**** UNIT OF MEASURE: EA UNIT ACQ COST: 1157. 00*******
Serial No: 2869171 MMA Code: CC: ** Cap Sens Code: Q
CURR QTY: 1**** UNIT OF MEASURE: EA UNIT ACQ COST: 1157.00*****
Stock Status Code: 5
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y Item Desc:More:
RETAIN (Y/N): N
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone

•	NSN	
•	Item Name	
•	Mfg's Code	input values = blank, valid code, ZZZZZ or XXXXX . If using Z or X see corresponding entry for Mfg's Name.
•	Mfg's Name	input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT ASSIGNED with XXXXX Mfg's Code
•	Mfg Year	
•	Model No	
•	Part No	
•	Serial No	
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank

input value = Y or blank

Unclaimed Prop

Date Found input format = MM/DD/YYYY

Fair Mkt

Mat Inv input value = Y or blank

• Shelf Life Type

Exp Date

Ext Date

Haz Mat Code

Haz Mat Ind

• Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

• More input value = Y or blank

• Retain input value = **Y** or **N** (Default = N)

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	ITEM DESCRIPTION	
PROP DESC	ITEM 1	1 2 3
		3 4 5 6
TECH HEADERS		
TECH DESC		0
		4
		3PF24-

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA Cust Acct No: 16230 E0	14: 45: 56 MSXXX
Local Re	Turn-In Doc No:	
Initiat	tors Name: Initiators Org Code	e: XXXX_
Initiato	cors Name: Initiators Org Code ors Phone: STD: () NSN: 6530 ame: WHEELCHAIR, MOTORIZED CART************************************	<u> </u>
Meg's Co	ame: WHEELCHAIR, MDIORIZED CARI ode: 21123 Mfg's Name: EVEREST AND JENNINGS INC Mfg	Voor: 1088
Model	ode. 21125 Mig S Name. EVEREST AND JENNINGS INC Mig	1ear. 1900
Serial		$\overline{\text{ode}}$: Q
CURR	ND4110MI Please Enter Appropriation Data:	****
G. 1		
Stock Reimbu		
Exc/Sa	Enter 'C' to Cancel:	
2.107 54	Zincer o co cancer _]
	Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup	
Item Des		More: _
Navi gati		[N (Y/N): N
Enter-PF	on: F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF	23PF24
	ELP LOPF PREV CNCL CLEAR	EXIT

- Additional Item Description.
- Enter 'C' to Cancel

input value = C or blank

Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ADD SCREEN 2
A CA
                                                                                                                     03/01/01
ND4110MB / ND4110PA
                                                                                                                    14: 49: 46
MSXXX
        Install Name: MARSHALL SPACE FLIGHT CENTER*********
     Phone: ( XXX ) XXX - XXXX
Bl dg: XXXX****** Room: XXXXX
Fax: ( XXX ) XXX - XXXX
State: AL Zip: XXXXX
Property
                     City: HUNTSVILLE*******
Locati on
                Country:
Report To: GSA Region: 04 or DRMO DODAAC:
                                                                                         Print Doc (Y/N): N
                                                           Warehoused Date:
Warehouse Loc:
DML Code: _
                          Foreign Prop: _
                                                           Recl am Code:
                                                                                            CC: A1
                                                                                                              Artifact: _
                        DAYS
                                                                                Begin Dates
                                                                                                           End Dates
                                                                                                           03 22 2001
03 22 2001
                          21_
                                       Installation Screening:
                                                                                03 01 2001
03 01 2001
| Screening | 21_ | NASA-Wide | Screening | 03 01 2001 | 03 | | | |
| Timeframes | 21_ | Other Federal | Screening | 03 01 2001 | 03 |
| Timeframes | 21_ | Other Federal | Screening | 03 23 2001 | 04 |
| 21_ | Donation | Screening | 04 14 2001 | 05 |
| Method = Install | C NASA-Wide | C (C=NPDMS Catalog, F=Fax, L=Local, N ADDITIONAL COMPONENT | TEMS (Y/N) | N | ECN: _____ | CUST | ACCT | NO: |
                                                                                                           04 13 2001
                                                                                                          05 05 2001
                                                                                                             N=NEMS Only)
Navi gati on:
Enter-PF13--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
HELP LOPF PREV CNCL CLEAR EXIT
```

Install Name input value = your center name

Contact Person

Phone

Address (line 1)

• Bldg

Room

• Address (line 2)

Fax

• City

State

Zip

Country

Report to:

— GSA Region input value = blank

— DRMO DODAAC input value = transferring DRMO

DODAAC

• Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

• Foreign Prop input value = **Y** or **blank**

• Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

ECN input value = next case to be added, if

any

Cust Acct No input value = next case to be added, if

any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

+110000).				
ND4110MD / ND4110PA	NASA PROPE	RTY DISPOSAL MANAGE DRMO DATA	EMENT SYSTEM	03/01/01 14: 32: 18 MSXXX
Local Ref No: Appropriation Data: Reimbursement Code:	Evo/Solo:	Turn-In Unclaimed Prop:		
Refindursement Code.	EXC/Sale.	uncrarmed Frop.	raii waxt.	
This property is scheen	duled to be r	eported on	to DoDAAC:	
Ship from Fedstrip ACC	C:	Suppl en	mentary Address:	
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMO Receiving:				

INPUT DATA

•	ADPE Identification	input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank
•	Physical Security	input values = A - Z , 1 - 9
•	Disposal Authority Code	input values = N, M, or R
•	Mark For	input value = HM or HW

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110DA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03 COMPONENT SYSTEM CONTROLLED I TEM ADD 15	· 00· 16
ND4110MA / ND41101A	A CA	XXX
Prop Case No:	Item ID Cust Acct No: 33001 ECN:	
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators Org Code:	
Initiators Phone: (NSN: ****	
Item Name: *******	****************	
Mrg's Code: Mrg	's Name: Mrg Year	:
Model No:	's Name: Mfg Year Mfg Year MMA Code: CC: ** Cap Sens C UNIT OF MEASURE: ** UNIT ACQ COST: *******	v
Serial No:	MWA CODE: CU: ^* CAP SENS C	oae: x
CURR QII.	UNIT OF MEASURE: UNIT ACQ COST.	
Stock Status Code: 5	Contr Prop: _ Tag No: Grantee Prop: _ Contr/Grant No: Prop: _ Date Found: Fair Mkt: TYPE: 0 EXP DATE: _ EXT DATE: ht Ind: _ Precious Metals Code: A Print Pickup Doc:	
Rei mbursement Code:	Grantee Prop: Contr/Grant No:	
Exc/Sale: Unclaimed	Prop: Date Found: Fair Mkt:	
Mat Inv: SHELF LIFE	TYPE: $\overline{0}$ EXP DATE: EXT DATE:	
Haz Mat Code: Haz M	ht Ind: _ Precious Metals Code: A Print Pickup Doc:	Y
Item Desc:	N.	ore:
	RETAIN (Y	/N): N
Navigation:	PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 P	
Enter-PF13PF14PF15	PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 P	F24
HELP LOPF PREV	CNCL CLEAR E	XIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No

- Serial No.
- Cap Sens Code
- Unit Acq Cost
- Tag No

- Local Ref No
- Turn-in Doc No

input value = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code

input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.

Mfg's Name

input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code

- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code

input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property

Contr Prop

input value = Y or blank

Tag No

Reimbursement Code

Grantee Prop input value = Y or blank

Contr/Grant No

Exc/Sale input value = Y or blank

Unclaimed Prop input value = Y or blank

• Date Found input format = MM/DD/YYYY

Fair Mkt

Haz Mat Code

Haz Mat Ind

Precious Metals Code

Print Pickup Doc input value = Y or N

Item Desc

More input value = Y or blank

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN	I TEM DESCRIPTI ON	
PROP DESC	I TEM 1	1 2
		3 4 5
		6
TECH HEADERS		
TECH DESC		2
		4
		6
	'13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23 LP LOPF CNCL PGUP PGDN INSRT	- PF24

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM O3/01/ COMPONENT SYSTEM CONTROLLED ITEM ADD A CA MSXXX	
Cust Acct No: 33001	
Local Ref No: Turn-In Doc No:	_
Initiators Name: Initiators Org Code:	
Initiators Phone: () - NSN: 7021 Item Name: TEST 1************************************	
Tem Name: 1EST 1	
Mfg's Code: Mfg's Name: Mfg Year:	
Serial ode:	v
CURR ND4110MI Please Enter Appropriation Data: ****	
Stock	_ !
Reimbu Exc/Sa Enter 'C' to Cancel:	_
Mat In Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y	
Item Desc: TEST More:	
RETAIN (Y/N):	N
Navigation:	14
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24-	
HELP LOPF PREV CNCL CLEAR EXIT	
ILLE BOTT THE CHOL	

- Appropriation Data
- Enter 'C' to Cancel

input value = C or blank

Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter
C to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY
ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ADD SCREEN 2 A CA	03/01/01 12: 26: 45 MSXXX
Contact Person: XXX Address: BLD Property Location City: HUN Country: Report To: GSA Region: Ware Code: Estated	SHALL SPACE FLIGHT CENTER***********************************	Room: XX - XXXX XXXXX XXXXX YN): N

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

— DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input values = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclam Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y

• ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been
entered, press <Enter>. The system continues to validate each data field until all data
passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press <Enter>. Depending on the previous data entries, NPDMS then displays one of the following screens:
- If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
- If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
- After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to

identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERT	Y DISPOSAL MANAGE DRMO DATA	MENT SYSTEM	03/01/01 14: 32: 18 MSXXX
Local Ref No:		Turn-In	Doc No:	
Appropriation Data: Reimbursement Code:	Exc/Sal e:	Unclaimed Prop:	Fair Mkt:	
This property is sched	luled to be rep	orted on	to DoDAAC:	
Ship from Fedstrip ACC: Supplementary Address:				
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: Additional Data Code: Shipping: DRMO Receiving:				
Navigation:				

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M or R

Mark For input value = HM or HW

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                                          03/01/01
ND4110ME / ND4110PA
                            COMPONENT SYSTEM PROPERTY CASE ADD
                                                                          11: 56: 11
Prop Case No: 804101 5335C242
    Haz Mat Ind:
                       Precious Metals Ind:
                                                  Total Number of Components:
    DML Code:
                       Artifact:
                                                  Total Acq Cost:
                                                                          3258.00
Component System Information
  Begin Dates
10 20 1995
               Days
                                                                      End Dates
                2ĭ_
                         Installation Screening:
                                                                      11 10 1995
Screening
Timeframes
                        NASA-Wide Screening:
Other Federal Screening:
                21_
                                                    10 20 1995
                                                                      11 10 1995
                0__
                                                    11 11 1995
                                                                      11 11 1995
21 Donation Screening: 11 12 1995 12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP LOPF PREV
```

INPUT DATA

- Component System Name
- FSC Code input value = component system level

FSC

•	CC		input value = component system level CC		
•	Scree	ning Timeframes			
•	Days				
•	Install	ation Screening			
		Begin Dates	input format = MM/DD/YYYY		
		End Dates	input format = MM/DD/YYYY		
•	Days				
•	NASA	-Wide Screening			
		Begin Dates	input format = MM/DD/YYYY		
		End Dates	input format = MM/DD/YYYY		
•	Days				
•	Other	Federal Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Days				
•	Donation	Donation Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Metho	od			
	_	Install	input values = C , F , L , or N		
	_	NASA-Wide	input values = C, F, L or N		

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

• From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

]	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MA / ND4110PA		
	A CA	MSXXX
Prop Case No:	Item ID Cust Acct No: 33001 Turn-In Doc No: Initiators Org Code	ECN:
Local Ref No:	Turn-In Doc No:	
Initiators Name:	Initiators Org Code	e:
Initiators Phone: ()	Initiators	***
Megic Code: Megic	Nama. Mea	Voon
Model No:	Part No:	rear:
Serial No:	Name:	ens Code. X
CURR OTY: ****	UNIT OF MEASURE: ** UNIT ACO COST: ***	******
Stock Status Code: 5	Contr Prop: _ Tag No: Grantee Prop: _ Contr/Grant No: op: _ Date Found: Fair Mkt: PE: O EXP DATE: _ EXT DATE:	
Reimbursement Code: _	Grantee Prop: _ Contr/Grant No:	
Exc/Sale: _ Unclaimed Pro	op: _ Date Found: Fair Mkt:	
Mat Inv: _ SHELF LIFE TY	PE: O EXP DATE: EXT DATE:	
Haz Mat Code: Haz Mat	Ind: _ Precious Metals Code: A Print Pickup	Doc: Y
Item Desc:		More: _
Nani sati an	KEIA	IN (Y/N): N
Navigation:	PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF	99 DE94
	CNCL CLEAR	EXIT
HEEL BOTT TREV	CHELIN	LAII

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, ZZZZZ or XXXXX. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No

		·
•	MMA Code	
•	CC	
•	Cap Sens Code	input values = N , X , Q , M or P
•	Qty	
•	Unit of Measure	
•	Unit Acq Cost	
•	Stock Status Code	input values = 1 for Store Stock, 2 for Program Stock, 3 for Stand-By-Stock, 4 for Capitalized Equipment, 5 for all other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Inv	input value = Y or blank
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Haz Mat Ind	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N

Item Desc

More

input value = Y or blank

 Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

D4110MN	I TEM DESCRIPTION	
PROP DESC	ITEM 1	1
TECH HEADERS		
TECH DESC		
	- 13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF2 LP LOPF CNCL PGUP PGDN INSRT	3 PF24-

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

 Press <Enter>. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press PF17 to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

Tilowij.					
ND4110MA	/ ND4110PA		POSAL MANAGEMENT SYST NON-CONTROLLED ITEM A		
Prop Cas	e No:	Item No:	Cust Acct No: 1		
Local Re	f No:	100111101	Cust Acct No: 1 Turn-In Doc No:	2000 2000 4000110	
Initiat	ors Name:		Initiators (Org Code: XXXX	
Ini ti ato	rs Phone: ()	Initiators (STD: () NSN: 2 ************************************	ХХХХ	
Item Na	me: WHEELCHAIR	, MOTORIZED CART***	*************	*****	
Mfg's Co	de: XXXXX Mfg	's Name: EVEREST AN	D JENNINGS INC	Mfg Year: XXXX	
Model					
Seri al	ND 444015	DI		ode: Q	
CURR	ND4110ML	Please Enter Appro	priation Data:	****	
Ct a al-					
Stock Rei mbu				_	
Exc/Sa		Enter 'C' to	Cancol		
EAC/ Sa		Enter C to	cancer		
Haz Mat	Code: Haz M	at Ind: _ Precious	Metals Code: A Print	Pickup Doc: Y More:	
I tem bes	с			RETAIN (Y/N): N	
Navi gati	Navigation:				
Navi gati on: Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24					
HELP LOP	F PREV	CNCL	CLEAR		
	•		- -		

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel
- Press <Enter>. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter C to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

input value = C or blank

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA	NASA PROPERTY DISPOSAL MANAGEMENT COMPONENT SYSTEM ITEM ADD SCREEN	
Contact Person: XXXX Address: BLDG Property Location City: HUNT Country: Report To: GSA Region: Warehouse Loc: Foreign DAYS 21 Screening 21 Timeframes 0 21 Method = Install: C NAS ADDITIONAL COMPONENT IN	O4 or DRMO DODAAC:	XXX) XXX - XXXX XXXX****** Room XXX) XXX - XXXX AL Zip: XXXXX Lat Doc (Y/N): N The search of th

Install Name input value = your center name

- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region input value = blank

— DRMO DODAAC input value = transferring DRMO DODAAC

Print Doc input value = Y or N

Warehouse Loc

Warehoused Date input format = MM/DD/YYYY

DML Code

Foreign Prop input value = Y or blank

Reclaim Code input values = Y, R, or N

• CC

Artifact input value = Y or blank

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

Screening Timeframes

Days

Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Method

— Install input values = C, F, L, or N

— NASA-Wide input values = C, F, L or N

Additional Component Items input values = Y or N

NOTE: If you want to add more component items, enter Y.

• ECN input value = next case to be

added, if any

Cust Acct No input value = next case to be

added, if any

 NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press <Enter>. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals Y on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'
 - If you are finished entering component items (i.e., Additional Component Items equals N on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message 'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following

transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

• If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA	NASA PROPERTY DI SPOSAL MANAG DRMO DATA	EMENT SYSTEM	03/01/01 14: 32: 18 MSXXX	
Local Ref No:	Turn- I n	Doc No:		
Appropriation Data: Reimbursement Code:	Exc/Sale: Unclaimed Prop:	Fair Mkt:		
This property is sched	duled to be reported on	to DoDAAC:		
Ship from Fedstrip ACC: Supplementary Address:				
Document Identifier Code: TID ADPE Identification: _ Physical Security: * Disposal Authority Code: * Mark For: _ Additional Data Code: Shipping: _ DRMO Receiving:				
Navi gati on: Enter-PF1PF2PF3- HELP LOPF	PF4 PF5 PF6 PF7 PF8-	PF9 PF10 PF1	1PF12	

• ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank

Physical Security input values = A - Z, 1 - 9

Disposal Authority Code input values = N, M, or R

Mark For input value = HM or HW

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                                            03/01/01
                            COMPONENT SYSTEM PROPERTY CASE ADD
                                                                            14: 52: 04
ND4110ME / ND4110PA
Prop Case No:
    Haz Mat Ind:
                       Precious Metals Ind:
                                                   Total Number of Components:
    DML Code:
                       Artifact:
                                                   Total Acq Cost:
Component System Information -
                                                                        End Dates
                                                      Begin Dates
                Days
                         Installation Screening:
Screening
Timeframes
                        NASA-Wide Screening:
Other Federal Screening:
                                                      ** ** ***
                                                                        ** ** ***
                                                      ** ** ***
                                                                        ** ** ***
                   Donation Screening: ** ** ****

* NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
                                                      ** ** ***
                                                                        ** ** ***
Navi gati on:
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP LOPF PREV EXIT
```

INPUT DATA

- Component System Name
- FSC Code input value = component system

level FSC

•	CC		input value = component system level CC		
•	Scree	ning Timeframes			
•	Days				
•	Install	ation Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Days				
•	NASA	-Wide Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Days				
•	Other	Federal Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Days				
•	Donation	Donation Screening			
	_	Begin Dates	input format = MM/DD/YYYY		
	_	End Dates	input format = MM/DD/YYYY		
•	Metho	od			
	_	Install	input values = C , F , L , or N		

NASA-Wide

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

input values = C, F, L or N

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
 with the cursor placed at the first field in error. After the corrected data has been
 entered, press <Enter>. The system continues to validate each data field until all data
 passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter an existing Component System Prop Case No and Press < Enter>. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
- 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
- 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
- 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
- 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM I TEM ADD SCREEN 2
                                                                                                       03/01/01
ND4110MB / ND4110PA
                                                                                                       12: 26: 45
                                                                                                       MSXXX
Property Case No:
Install Name:
                          Item Id:
MARSHALL SPACE FLIGHT CENTER**
                                                                          Phone: (XXX) XXX - XXXX
Bl dg: XXXX***** Room:
    Contact Person:
                           XXXXXXXXXXXXXX****
BLDG XXXX*****
              Address:
                                                                             Fax: (XXX) XXX -
                                                                                                      XXXX
Property
                  City: HUNTSVILLE********
                                                                          State: AL Zip: XXXXX _
Locati on
              Country:
Report To: GSA Region: 04 or DRMO DODAAC:
                                                                              Print Doc (Y/N): N
Warehouse Loc:
                                                    Warehoused Date:
                                                                                 CC: A1
DML Code:
                       Foreign Prop:
                                                    Recl am Code:
                                                                                                 Artifact:
                                                                       Begin Dates
                     DAYS
                                                                                               End Dates
                       21_
                                   Installation Screening:
                                                                       03
                                                                           01 2001
                                                                                              03 22 2001
03 22 2001
                       21_
                                                                       03 01 2001
Screeni ng
                                       NASA-Wide Screening:
                                                                       \begin{array}{cccc} 03 & 23 & 2001 \\ 03 & 24 & 2001 \end{array}
                                 Other Federal Screening:
                                                                                              03 23 2001
Timeframes
                       0
21_ Donation Screening: 03 24 2001 04 14 2001

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: ______ CUST ACCT NO: _____
                                                                                CUST ACCT NO:
Navi gati on:
        PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - HELP LOPF PREV CNCL CLEAR EXIT
Enter-PF13--
```

INPUT DATA

Print Doc

input value = Y or N

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

- Additional Component Item input value = Y
- Press < Enter >.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).

ND4110MB	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2	03/01/01 12: 34: 52
DDOD CAC	CH CA	MSXXX
	E NO: 804101 6282SO31 tall Name: MARSHALL SPACE FLIGHT CENTER**********	
	ct Person: XXXXXXXXXXXXXXXXXX ********* Phone: (XXX) XXX -	vvvv
Conta	Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX****** Ro	
Proper	Address. Manshall Stace Plight Center. Diug. AAAA	11
Locati		1 11
Locaci	ND5100MB	
Report	Mark the document(s) you wish printed	
Wareho	Mark the document(s) you wish princed	
DML Co	Print NASA 811 ('Y')	ct:
DIVIE 00	Print NASA 812 ('Y')	s -
	Print SF-120 Correction ('C')	96
Screen	Print SF-120 Withdrawal ('W)	96
Timefr	Print DD-1348-1A ('Y')	96
	Print Foreign Disposal Approval Form ('Y')	96
Method		Onl y
	Enter 'C' to Cancel: _	
Navi ga		J
Enter-PF	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF2	3 PF24 ·
HE	LP LOPF PREV CNCL	EXI T

- Print SF-120 Correction ('C') input value = C
- Press <Enter>.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press <Enter>. From this point, NPDMS processing continues the same as in the
 previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter C
 to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.1 (Controlled Add with GSA Reporting)
 - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.5 (Controlled Add with DRMO Transfer)
 - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND4110MB / ND4110PA COMPONENT SYSTEM ITEM ADD SCREEN 2	12: 26: 45 MSXXX
	MDAAA
Prop Case No: Item Id: Install Name: MARSHALL SPACE FLIGHT CENTER***********************************	
Install Name: MARSHALL SPACE FLIGHT CENTER*********	
Contact Person: XXXXXXXXXXXXXXX*********** Phone: (XXX) XXX -	XXXX
Contact Person: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	om:
Property Fay: (XXX) XXX -	XXXX
Location City: HINTSVILLE******** State: Al Zin: YYYYY	7
Country. HUNISVILLE State. AL ZIP. AAAAA	-
Country:	**
Report To: GSA Region: U4 or DRMD DUDAAC: Print Doc (Y/N):	N
Warehouse Loc: Warehoused Date:	
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Arti	fact: _
DAYS Begin Dates End Da	ites _
DAYS Begin Dates End Date End Date	2001
Screening 21 NASA-Wide Screening: 03 01 2001 03 22	2001
Timeframes 0 Other Edges Concerning: 02 92 2001 02 22	2001
Uther redefai Screening. US 23 2001 US 23	2001
Donation Screening: 03 24 2001 04 14	2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:	EMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: CUST ACCT NO:	
Navi gati on:	
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23-	- PF24
HELP LOPF PREV CNCL CLEAR	EXIT

INPUT DATA

- Warehouse Loc
- Warehoused Date

input format = MM/DD/YYYY

If the default values at <u>Screening Timeframes</u> Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

NASA-Wide Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Other Federal Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

Days

Donation Screening

— Begin Dates input format = MM/DD/YYYY

— End Dates input format = MM/DD/YYYY

NPDMS will test for modifications made to the date fields when the <Enter> key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

 From this point, NPDMS processing continues the same as in the previously cited UOG Sections.
 Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

 From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND4110MA / ND4110PA NON-CONTROLLED PROPERTY ITEM ADD 10: 48: 18
MSXXX
Prop Case No: 804101 5335C242 ITEM ID: 03 Cust Acct No: 33001
Local Ref No: Turn-In Doc No: Initiators Org Code:
Initiators Phono () NSN. ****
Initiators Name: Initiators Org Code:
Mfg's Code: Mfg's Name: Mfg Year:
Mfg's Code: Mfg's Name: Mfg Year: Model No: Part No: Serial No: MMA Code: CC: ** Cap Sens Code: QTY: ***** UNIT OF MEASURE: ** ACQ COST: ************************************
Serial No: MM Code: CC: ** Can Sens Code: X
OTY: ***** INIT OF MEASURE: ** ACO COST: ************
Stock Status Code: 5
Reimbursement Code: Grantee Prop: Contr/Grant No:
Exc/Sale: _ Unclaimed Prop: _ Date Found: Fair Mkt:
Mat Inv: _SHELF LIFE TYPE: 0 EXP DATE: EXT DATE:
Haz Mat Code: Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: More: _
RETAIN (Y/N): N
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV CNCL CLEAR EXIT

INPUT DATA

Local Ref No

Turn-In Doc No

input value = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
 ZZZZZ or XXXXX. If using Z or
 entry for

Mfg's Name

input values = blank, valid code, X see corresponding Mfg's Name.

input values = blank, name with matching Mfg's Code, UNKNOWN with ZZZZZZ Mfg's Code, or MFG CODE NOT Code

ASSIGNED with XXXXX Mfg's

- Mfg Year
- Model No

NOTE: the value cannot be blank or NONE

- Part No
- Serial No

NOTE: the value can not be blank or NONE

- MMA Code
- CC
- Cap Sens Code

input values = N, X, Q, M or P

- Qty input value = 1
- Unit of Measure

input value = **ea**

•	Unit Acq Cost	
•	Stock Status Code 2 for Program Stock, 3 for Stock, 4 for Capitalized Equipment, 5 for all	input values = 1 for Store Stock, Stand-By- other property
•	Contr Prop	input value = Y or blank
•	Tag No	
•	Reimbursement Code	
•	Grantee Prop	input value = Y or blank
•	Contr/Grant No	
•	Exc/Sale	input value = Y or blank
•	Unclaimed Prop	input value = Y or blank
•	Date Found	input format = MM/DD/YYYY
•	Fair Mkt	
•	Mat Invinput value = Y or blank	
•	Shelf Life Type	
•	Exp Date	
•	Ext Date	
•	Haz Mat Code	
•	Precious Metals Code	
•	Print Pickup Doc	input value = Y or N
•	Item Desc	

input value = \mathbf{Y} or \mathbf{blank}

More

• Press **<Enter>.** NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

ND4110MA / ND4110PA	NON- CONTROLLI	OSAL MANAGEMENT SYSTEM ED PROPERTY ADD	03/01/01 12: 07: 41				
	A CA	=	MSXXX				
Local Dof No.		Cust Acct No: XXXXX					
Local Ref No: Initiators Name:		INITITION NO	ъ.				
************	*****	Initiators Org Cod	******				
ND4110MF							
A record has been found on the NEMS Equipment File with the same Model Number and Serial Number.							
ECN: Item Na	me:						
Do you wish to process this case as a Controlled Property? (Y/N): $_$							
NOTE: Some of the data may be changed. ************************************							
Navi gati on:							
		PF19 PF20 PF21 PF22 PF	-				
HELP LOPF PREV	CNCL	CLEAR	EXI T				

INPUT DATA

Process as a Controlled Property input value = Y or N

• Enter 'C' to Cancel input value = **C** or **blank**

Press <Enter>. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and remains on the Add screen for entry of the next record.

Haz Mat Ind